



Treasurer of the Octagon House Museum Board of Directors

- The Treasurer is an officer on the Board of Directors.
- The Treasurer is appointed by the President and approved by the Board of Directors.
- The Treasurer must be an organization member in good standing.

Treasurers Duties

- Serve as Chair of the Finance Committee.
- Oversee and keep account of finances and financial accounts.
- Manage and facilitate fundraising efforts of the organization.
 - Seek and secure public and private grants.
 - Seek, secure, manage alternative revenue sources (Amazon Smiles, crowdfunding, sponsorships)
- Prepare, present, and distribute finance reports at monthly and annual meetings.
- Track and analyze revenues
- Ensure all financial assets and income are properly reported.
- Authorize expenditures and confirm disbursements and investments are consistent with policies.
- Submit required reports to local, state, and federal agencies.
- Prepare tax documents for accountant
- Prepare and submit other taxes
 - Sales & Use Tax, 1099 & 1096
- Provide financial guidance to Bookkeeper, Board Members, and Committee Chairs.
- Collaborate with Finance Committee, Management, and Committee Chairs to prepare and manage the annual budget.
- Provide oversight to Bookkeeper, Management, and Committee Chairs to ensure proper documenting of revenues and expenditures